



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 24, 1949.

MEMORANDUM NO. 1234

National Farm Safety Week
July 24-30, 1949

Reg. 3681
FILED

MAY 26 1949
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. I

At the request of the Department and the National Safety Council, the President has again this year called upon the Nation to observe the last week in July as National Farm Safety Week. A copy of his Proclamation appears on the reverse of this memorandum.

The seriousness of the problem to which this Week is addressed deserves your thoughtful consideration. Statistics on farm accidents collected by the Council and the Bureau of Agricultural Economics reveal its scope and character. These show that each year about 19,000 farm lives are claimed by accidents. In 1948, at least one resident of each six farms throughout the Nation, was the victim of an accident involving one or more days lost from regular activities. The total medical, dental, and hospital bills resulting from such accidents amount to at least \$36 million. Such a measurement of accident cost, however, does not include the value of lost time or direct property loss, which amount to millions more. The attendant pain and suffering, of course, cannot be evaluated.

Discharge of the responsibilities of the Department during National Farm Safety Week and throughout the year must be borne largely by those agencies of the Department which work directly with farm people. In urging such agencies to utilize every opportunity to make this National Farm Safety Week more effective than ever, I am also asking the Extension Service to provide leadership in the educational program, and to help integrate the Department's activities with those which will be carried on by local officials and organizations.

Charles F. Brannan
Secretary

PROCLAMATIONS

DEPARTMENT OF AGRICULTURE
WASHINGTON

OFFICE OF THE SECRETARY
WASHINGTON, D. C.

The Department of Agriculture has the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the proposed amendment to the National Forest Act, and to inform you that the same has been referred to the proper authorities for consideration.

The Commission on the National Forests, which was organized by the Department in 1909, has the honor to inform you that it has completed its report, which is herewith transmitted to you. The report contains a detailed statement of the work of the Commission during the past year, and also a number of recommendations for the improvement of the National Forest system. It is hoped that these recommendations will be of service to you in your work.

The Department of Agriculture is very anxious to receive your views on the recommendations contained in the report, and to hear from you as to what steps you propose to take in connection with the same. If you will please send your reply to the Department, it will be very appreciated.

NATIONAL FARM SAFETY WEEK, 1949

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BY THE PRESIDENT OF THE UNITED STATES
OF AMERICA

A PROCLAMATION

WHEREAS unsafe practices continue to cause needless injuries and death to farm people; and

WHEREAS widespread adoption of safer ways of working and living would save thousands of people from tragic injury or accidental death;

NOW, THEREFORE, I, HARRY S. TRUMAN, President of the United States of America, do hereby call upon the Nation to observe the week commencing July 24, 1949, as National Farm Safety Week, and I request all organizations and persons interested in farm life and welfare to join in a continuing drive against practices which endanger farm people in their homes, in the fields, and on the highways. I also urge each member of every farm family to study the hazards associated with rural life with a view to performing all tasks in the safest manner possible every day throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States of America to be affixed.

DONE at the City of Washington this twenty-eighth day of

(SEAL)

March in the year of our Lord
nineteen hundred and forty-nine,
and of the Independence of the
United States of America the one
hundred and seventy-third.

HARRY S. TRUMAN

By the President:

DEAN G. ACHESON

Secretary of State.

THE PRESIDENT OF THE UNITED STATES

BY ORDER

A PROCLAMATION

WHEREAS the President of the United States is authorized by the Constitution to exercise the powers of the Executive branch of the Government;

and whereas the President is authorized by the Constitution to exercise the powers of the Executive branch of the Government;

Now, therefore, I, HARRY S. TRUMAN, President of the United States, do hereby proclaim that the United States is a free country, and that the people of the United States are entitled to the same rights and freedoms as the people of any other free country. I also urge each member of every free family to help the United States to remain a free country, and to help the United States to remain a free country.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States to be affixed.

Done at the City of Washington this twenty-first day of March, in the year of our Lord nineteen hundred and forty-nine, and of the Independence of the United States of America the one hundred and seventy-third.

HARRY S. TRUMAN

By the President:

ELLEN S. ROSS

Secretary of State

Reg. 2570

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 22, 1949

MEMORANDUM NO. 1235

~~MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES~~

Members of the Suggestion Awards Board

The following are requested to serve for the ensuing year as the Suggestion Awards Board:

W. A. Minor, Chairman
J. E. Halligan, Farmers Home Administration
E. W. Loveridge, Forest Service
F. H. Spencer, Agricultural Research Administration
R. T. Beall, Rural Electrification Administration
G. E. Tichenor, Production and Marketing Administration
Chairman, Executive Committee, MIMU
IP — W. S. Harris will continue to serve as Executive Secretary

Some changes are being made for the purpose of rotating memberships. I wish particularly to thank the retiring members for their services during the past year.

I have been gratified at the progress being made under the Suggestion Program. The monthly average of employee suggestions meriting awards increased tenfold in the past year. The Department paid a total of \$5,335 for 123 suggestions. Some of these suggestions have had a large value in improving our operations and I hope increasing numbers of Department employees will be alert to suggest improvements.

Charles F. Brannan
Secretary

FILED

JUL 27 1949
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

ORGANIZATION 2-1

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM FOR THE SECRETARY

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Members of the Suggestion Awards Board

The following are requested to serve for the ensuing year as the
Suggestion Awards Board:

W. A. Minor, Chairman
J. E. Halligan, Farmers Home Administration
E. W. Lovernidge, Forest Service
F. W. Spunner, Agricultural Research Administration
R. T. Beall, Rural Electrification Administration
G. W. Tichenor, Production and Marketing Administration
Chairman, Executive Committee, FSW
W. S. Harris will continue to serve as Executive Secretary

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I wish particularly to thank the retiring members for their services
during the past year.

I have been gratified at the progress being made under the suggestion
program. The monthly average of employee suggestions receiving awards
increased tenfold in the past year. The Department paid a total of
\$2,335 for 123 suggestions. Some of these suggestions have had a
large value in improving our operations and I hope increasing numbers
of Department employees will be alert to suggest improvements.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

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JAN 11 1950

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. I

January 9, 1950.

MEMORANDUM NO. 1235. *Revision 1.*

Membership of the Suggestion Awards Board

In conformance with my memorandum of October 27, 1949, which placed the responsibility for the administration and operation of the Cash Awards for Suggestions Program in the Office of Personnel, I am making the following changes in the membership of the Suggestion Awards Board as named in Memorandum No. 1235:

The following will serve as members for the balance of the fiscal year:

W. A. Minor, Chairman
J. E. Halligan, Farmers Home Administration
E. W. Loveridge, Forest Service
F. H. Spencer, Agricultural Research Administration
R. T. Beall, Rural Electrification Administration
G. E. Tichenor, Production and Marketing Administration
N. R. Bear, Office of Personnel
E. E. Kriegesman will serve as Executive Secretary

H. T. Hutchinson

Acting Secretary



ORGANIZATION

Membership of the Corporation during 1943

In accordance with my resignation of October 27, 1943, which stated the responsibility for the administrative and operation of the corporation for the year 1943 is the office of Personnel, I am making the following changes in the membership of the Corporation during 1943 as shown in memorandum No. 1234:

The following will serve as members for the balance of the fiscal year:

- 1. Mr. J. H. Smith, Chairman
- 2. Mr. J. H. Smith, Treasurer
- 3. Mr. J. H. Smith, Secretary
- 4. Mr. J. H. Smith, Director
- 5. Mr. J. H. Smith, Director
- 6. Mr. J. H. Smith, Director
- 7. Mr. J. H. Smith, Director
- 8. Mr. J. H. Smith, Director
- 9. Mr. J. H. Smith, Director
- 10. Mr. J. H. Smith, Director

Very respectfully,

Reg. 3314



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



FILED

JUL 28 1949

PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

July 27, 1949.

MEMORANDUM NO. 1236

Appointment of Field Representative, Office of the Secretary,
in the Pacific Northwest

Mr. Herbert M. Peet has been appointed to the position formerly held by Mr. George T. Hudson as field representative of the Office of the Secretary in the Pacific Northwest.

Mr. Peet will perform the duties assigned to this position as set forth in the Administrative Regulations (1 AR 126-128). In accordance with these duties he will serve as the member for the Department on the Columbia Basin Inter-Agency Committee and on the Bonneville Advisory Board. He will also serve in the field as liaison and coordinating officer for the Department, with its own agencies in the region, with State and local public agencies, and with other organizations and groups interested in resources development.

Charles H. Brown
Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

MEMORANDUM NO. 1236

Appointment of Field Representative, Office of the Secretary
in the Pacific Northwest

Mr. Herbert M. Post has been appointed to the position formerly held by Mr. George F. Hanson as field representative of the Office of the Secretary in the Pacific Northwest.

Mr. Post will perform the duties assigned to this position as set forth in the Administrative Regulations (1 126-126). In accordance with these duties he will serve as the member for the Department on the Columbia Basin Inter-Agency Committee and on the Bonneville Advisory Board. He will also serve in the field as liaison and coordinating officer for the Department, with its own agencies in the region, with State and local public agencies, and with other organizations and groups interested in resources development.

Secretary

Reg. 2375

July 29, 1949.

FILED

MEMORANDUM NO. 1237

3 1949

Administration of the Research and Marketing Act

PLEASE RETURN TO
SECRETARY'S RECORDS

U. S. D. A. 1

The Agricultural Research Administrator, in addition to authorities heretofore conferred upon him (~~Administrative Regulations, Title I, Chapter 3, Section 4, 120~~), is authorized and directed, effective July 30, 1949, to administer the Research and Marketing Act, and to take such action as may be necessary or appropriate to the carrying out of this responsibility.

As of such effective date, all funds, records, facilities, and personnel of the Office of the Administrator, Research and Marketing Act, shall be transferred to the Research Administrator.

The heads of agencies shall submit to the Agricultural Research Administrator such proposals, reports, and other information as he may request.

Secretary's Memorandum No. 1199, issued July 18, 1947, is superseded, effective July 30, 1949; however, regulations, procedures, delegations of authority, and similar instruments heretofore issued or approved by the Administrator of the Research and Marketing Act shall continue in full force and effect unless and until withdrawn or superseded by action of the Agricultural Research Administrator..

Charles F. Brannan
Secretary

ORGANIZATION 1 (Arma)

Administration of the Research and Marketing Act

The Agricultural Research Administrator, in addition to authorities heretofore conferred upon him (Administrative Regulations, Title I, Chapter 2, Section 4, 120), is authorized and directed, effective July 30, 1949, to administer the Research and Marketing Act, and to take such action as may be necessary or appropriate to the carrying out of this responsibility.

As of such effective date, all funds, records, facilities, and personnel of the Office of the Administrator, Research and Marketing Act, shall be transferred to the Research Administrator.

The heads of agencies shall submit to the Agricultural Research Administrator such proposals, reports, and other information as he may request.

Secretary's Memorandum No. 1199, issued July 18, 1947, is superseded, effective July 30, 1949; however, regulations, procedures, delegations of authority, and similar instruments heretofore issued or approved by the Administrator of the Research and Marketing Act shall continue in full force and effect unless and until withdrawn or superseded by action of the Agricultural Research Administrator.

Secretary

Reg. 2531

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

August 10, 1949

MEMORANDUM NO. 1238

Assignment of Functions and Delegation of Authorities
under Title V of the Housing Act of 1949

Pursuant to the authority contained in Title V of the Housing Act of 1949 (Public Law 171, 81st Congress), it is hereby ordered that:

1. There are hereby transferred to the Farmers Home Administration, to be exercised by the Administrator thereof, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for:

(a) the extension of financial assistance (including loans, grants and commitments for contributions) to owners of farms, to enable them to construct, improve, alter, repair, or replace dwellings and other farm buildings on their farms (Secs. 501 to 504, inclusive, 507, and 512); (b) the granting of moratoriums upon the payment of interest and principal on outstanding loans and canceling of interest due and payable on such loans during the moratoriums (Sec. 505); (c) the furnishing of technical services, such as building plans, specifications, construction supervision and inspection, and advice and information regarding farm dwellings and other buildings, to persons who are approved for financial assistance under Title V of this Act (Sec. 506 (a)); and (d) the performance of all acts necessary to assure compliance with, or to secure enforcement of, mortgages, leases, contracts, and agreements entered into in connection with activities authorized under this paragraph, including, but not limited to, the adjustment and modification of the terms of, and collection and compromise of claims and obligations arising from, any mortgage, lease, contract, or agreement entered into in connection with the activities authorized under this paragraph, the subordination, release, and satisfaction of security, the foreclosure of mortgages, and the acquisition, maintenance, and disposition of property pledged or mortgaged to secure loans or other indebtedness (Sec. 510 (b), (c), (d), (e), and (f)).

2. There are hereby transferred to the Bureau of Agricultural Economics, to be exercised by the Chief thereof, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for the conduct of economic research regarding farm housing and other farm buildings, including research on the economic aspects of studies dealing with reduction of farm construction costs (Sec. 506 (a)) and to determine the need for and progress toward the improvement of housing and other farm buildings by surveys covering the inventory and condition of such buildings and the amount of farm construction undertaken (Sec. 506 (b)).

HOUSING

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 10, 1949

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(a) the extension of financial assistance (including loans, grants and commitments for contributions) to owners of farms, to enable them to construct, improve, alter, repair, or replace dwellings and other farm buildings on their farms (Secs. 501 to 504, inclusive, 507, and 512); (b) the granting of mortgages upon the payment of interest and principal on outstanding loans and canceling of interest due and payable on such loans during the mortgages (Sec. 502); (c) the furnishing of technical services, such as building plans, specifications, construction supervision and inspection, and advice and information regarding farm dwellings and other buildings, to persons who are approved for financial assistance under Title V of this Act (Sec. 506 (a)); and (d) the performance of all acts necessary to assure compliance with, or to secure enforcement of, mortgages, leases, contracts, and agreements entered into in connection with activities authorized under this paragraph, including, but not limited to, the adjustment and modification of the terms of, and collection and compromise of claims and obligations arising from, any mortgage, lease, contract, or agreement entered into in connection with the activities authorized under this paragraph, the subordination, release, and satisfaction of security, the foreclosure of mortgages, and the acquisition, maintenance, and disposition of property pledged or mortgaged to secure loans or other indebtedness (Sec. 510 (b), (c), (d), (e), and (f)).

2. There are hereby transferred to the Bureau of Agricultural Economics, to be exercised by the Chief thereof, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for the conduct of economic research regarding farm housing and other farm buildings, including research on the economic aspects of studies dealing with reduction of farm construction costs (Sec. 506 (a)) and to determine the need for and progress toward the improvement of housing and other farm buildings by surveys covering the inventory and condition of such buildings and the amount of farm construction undertaken (Sec. 506 (b)).

HOUSING

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

3. There are hereby transferred to the Extension Service, to be exercised by the Director of Extension Work, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for the furnishing of technical services, such as building plans, specifications, construction supervision and inspection, and advice and information regarding construction, improvement, alteration, repair or replacement of farm dwellings and other farm buildings, to persons other than those who have been approved for financial assistance under Title V of the Act, and to conduct extension demonstrations and promotion of construction of adequate farm dwellings and other buildings for the purposes of stimulating construction utilizing improvements in the architectural design and utility of such dwellings and buildings, and economies in materials and construction methods (Sec. 506 (a)).

Pursuant to the provisions of Part V of Reorganization Plan No. 3
4. There are hereby transferred to the Agricultural Research Administrator to be exercised in accordance with 1 AR 120, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for conducting research and technical studies including the development of building plans and specifications for adequate farm dwellings and other farm buildings, improving the architectural design and utility of such dwellings and buildings, utilizing new and native materials, economies in materials and construction methods, new methods of production, distribution, assembly, and construction, with a view to reducing the cost of farm dwellings and other farm buildings and adapting and developing fixtures and appurtenances for more efficient and economical farm use (Sec. 506 (a)).

5. For the purpose of carrying out the functions under the Housing Act of 1949 which are hereby transferred to the Farmers Home Administration, the Administrator thereof is authorized to utilize the services of County Committees established pursuant to the Bankhead-Jones Farm Tenant Act, as amended.

The following objectives are sought to be realized through the co-
6. Subject to the approval of the Secretary of Agriculture, the head of each agency described in paragraphs 1 through 4 hereof may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred to his agency (Sec. 510(g)).

7. In his discretion, the head of each agency described in paragraphs 1 through 4 hereof may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him, and, in his absence or in the event of his disability, such powers and authorities may be exercised by the acting head of such agency.

8. The Assistant Secretary of Agriculture shall be responsible for the coordination and general supervision of the policies and activities of the Department under Title V of the Housing Act of 1949.

Charles F. Brannan

Secretary's Records
(Signed)

Secretary

ORGANIZATION 1 (HN+HE)

*Identical document for
publication in the Federal
Register signed by the
Secretary*

such buildings and the amount of farm construction undertaken (Sec. 506 (b)).

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determine the need for and progress toward the improvement of housing and

dealing with reduction of farm construction costs (Sec. 506 (a)) and to

other farm buildings, including research on the economic aspects of studies

1949 for the conduct of economic research regarding farm housing and

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to be exercised by the Chief thereof, all authorities, powers, functions,

2. There are hereby transferred to the Bureau of Agricultural Economics,

loans or other indebtedness (Sec. 510 (b), (c), (d), (e), and (f)).

maintenance, and disposition of property pledged or mortgaged to secure

factor of security, the foreclosure of mortgages, and the acquisition,

authorized under this paragraph, the subordination, release, and satis-

contract, or agreement entered into in connection with the activities

compromise of claims and obligations arising from, any mortgage, lease,

to, the adjustment and modification of the terms of, and collection and

with activities authorized under this paragraph, including, but not limited

mortgages, leases, contracts, and agreements entered into in connection

acts necessary to assure compliance with, or to secure enforcement of,

under Title V of this Act (Sec. 506 (a)); and (d) the performance of all

other buildings, to persons who are approved for financial assistance

and inspection, and advice and information regarding farm dwellings and

vices, such as building plans, specifications, construction supervision

during the mortgages (Sec. 505); (c) the furnishing of technical ser-

outstanding loans and canceling of interest due and payable on such loans

granting of mortgages upon the payment of interest and principal on

ings on their farms (Secs. 501 to 504, inclusive, 507, and 512); (b) the

strict, improve, alter, repair, or replace dwellings and other farm build-

commitments for contributions) to owners of farms, to enable them to con-

(a) the extension of financial assistance (including loans, grants and

1949 for:

and duties vested in the Secretary of Agriculture by the Housing Act of

be exercised by the Administrator thereof, all authorities, powers, functions,

1. There are hereby transferred to the Farmers Home Administration, to

(Public Law 111, 81st Congress), it is hereby ordered that:

Pursuant to the authority contained in Title V of the Housing Act of 1949

Assignment of Functions and Delegation of Authorities
under Title V of the Housing Act of 1949

MEMORANDUM NO. 1238

August 10, 1949

Reg. 2121

3. There are hereby transferred to the Extension Service, to be exercised by the Director of Extension Work, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for the furnishing of technical services, such as building plans, specifications, construction supervision and inspection, and advice and information regarding construction, improvement, alteration, repair or replacement of farm dwellings and other farm buildings, to persons other than those who have been approved for financial assistance under Title V of the Act, and to conduct extension demonstrations and promotion of construction of adequate farm dwellings and other buildings for the purposes of stimulating construction utilizing improvements in the architectural design and utility of such dwellings and buildings, and economies in materials and construction methods (Sec. 506 (a)).

4. There are hereby transferred to the Agricultural Research Administrator to be exercised in accordance with 1 AR 120, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for conducting research and technical studies including the development of building plans and specifications for adequate farm dwellings and other farm buildings, improving the architectural design and utility of such dwellings and buildings, utilizing new and native materials, economies in materials and construction methods, new methods of production, distribution, assembly, and construction, with a view to reducing the cost of farm dwellings and other farm buildings and adapting and developing fixtures and appurtenances for more efficient and economical farm use (Sec. 506 (a)).

5. For the purpose of carrying out the functions under the Housing Act of 1949 which are hereby transferred to the Farmers Home Administration, the Administrator thereof is authorized to utilize the services of County Committees established pursuant to the Bankhead-Jones Farm Tenant Act, as amended.

6. Subject to the approval of the Secretary of Agriculture, the head of each agency described in paragraphs 1 through 4 hereof may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred to his agency (Sec. 510(g)).

7. In his discretion, the head of each agency described in paragraphs 1 through 4 hereof may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him, and, in his absence or in the event of his disability, such powers and authorities may be exercised by the acting head of such agency.

8. The Assistant Secretary of Agriculture shall be responsible for the coordination and general supervision of the policies and activities of the Department under Title V of the Housing Act of 1949.

Charles F. Brannan

Secretary's Records
(Signed)

Secretary

*Handwritten document for
publication in the Federal
Register signed by the
Secretary*

3. There are hereby transferred to the Extension Service, to be exercised by the Director of Extension Work, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for the furnishing of technical services, such as building plans, specifications, construction supervision and inspection, and advice and information regarding construction, improvement, alteration, repair or replacement of farm dwellings and other farm buildings, to persons other than those who have been approved for financial assistance under Title V of the Act, and to conduct extension demonstrations and promotion of construction of adequate farm dwellings and other buildings for the purposes of stimulating construction utilizing improvements in the architectural design and utility of such dwellings and buildings, and economies in materials and construction methods (Sec. 506 (a)).

4. There are hereby transferred to the Agricultural Research Administration, to be exercised in accordance with 1 AR 120, all authorities, powers, functions, and duties vested in the Secretary of Agriculture by the Housing Act of 1949 for conducting research and technical studies including the development of building plans and specifications for adequate farm dwellings and other farm buildings, improving the architectural design and utility of such dwellings and buildings, utilizing new and native materials, economies in materials and construction methods, new methods of production, distribution, assembly, and construction, with a view to reducing the cost of farm dwellings and other farm buildings and adapting and developing fixtures and appliances for more efficient and economical farm use (Sec. 506 (a)).

5. For the purpose of carrying out the functions under the Housing Act of 1949 which are hereby transferred to the Farmers Home Administration, the Administrator thereof is authorized to utilize the services of County Committees established pursuant to the Bankhead-Jones Farm Tenant Act, as amended.

6. Subject to the approval of the Secretary of Agriculture, the head of each agency described in paragraphs 1 through 4 hereof may issue rules and regulations necessary for the proper exercise of the authorities and powers and for the performance of the functions and duties herein transferred to his agency (Sec. 510 (g)).

7. In his discretion, the head of each agency described in paragraphs 1 through 4 hereof may redelegate, upon such terms and conditions as he may prescribe, the powers and authorities herein conferred upon him, and, in his absence or in the event of his disability, such powers and authorities may be exercised by the acting head of such agency.

8. The Assistant Secretary of Agriculture shall be responsible for the coordination and general supervision of the policies and activities of the Department under Title V of the Housing Act of 1949.

Secretary's Record
(Signed)

Secretary

Handwritten notes and signatures at the bottom of the page, including "Housing Act of 1949" and "Department of Agriculture".



DE

Reg. 3530

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 10, 1949.

MEMORANDUM NO. 1239

Transfer of Coordination of Nutrition Services

Pursuant to the provisions of Part V of Reorganization Plan No. 3 of 1946, there is hereby transferred from the Production and Marketing Administration to the Agricultural Research Administration the function provided for in the Act making appropriations for the Department of Agriculture, fiscal year 1950 (Public Law 146, 81st Congress), "for coordinating nutrition services made available by Federal, State, and other agencies." The function of coordination of nutrition activities was transferred to the Department of Agriculture by Executive Order 9310 dated April 1, 1943. This responsibility will be carried out in accordance with policies determined by the Assistant Secretary. The unobligated portion of the sum of \$30,000 provided for this purpose under the appropriation "Marketing Services," for the fiscal year 1950 is hereby made available to the Agricultural Research Administration for this purpose. This will make it possible for the Agricultural Research Administrator to assign these duties to the Bureau of Human Nutrition and Home Economics which has broad responsibilities for research and technical information in these fields.

The following objectives are sought to be realized through the coordination of nutrition programs:

- (1) Among Federal Agencies to provide a focal point of co-operative effort. The nutrition coordination staff will serve the Interagency Nutrition Planning Committee which maintains liaison with state, county, and city nutrition committees, and will issue the monthly "Nutrition Newsletter," and help to make the committees more effective.
- (2) Within the Department of Agriculture to bring about close working relationships in nutritional matters involving research, education, marketing services, school lunch, food distribution, nutritional considerations in production programs, and other program objectives.

ORGANIZATION 1 (KN+HE)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



August 10, 1908

Washington, D.C.

Report of the Secretary of Agriculture

During the year ending June 30, 1908, the Department of Agriculture has been engaged in a number of important projects. The first of these was the completion of the Census of Agriculture, which was the first time since 1880 that a complete census of the agricultural population of the United States has been taken. The results of this census show that the number of persons engaged in agriculture has increased from 1,000,000 in 1880 to 1,500,000 in 1900, and that the number of farms has increased from 1,000,000 to 1,500,000 in the same period. The second project was the completion of the Census of Horticulture, which was the first time since 1880 that a complete census of the horticultural population of the United States has been taken. The results of this census show that the number of persons engaged in horticulture has increased from 1,000,000 in 1880 to 1,500,000 in 1900, and that the number of farms has increased from 1,000,000 to 1,500,000 in the same period.

The third project was the completion of the Census of Forestry, which was the first time since 1880 that a complete census of the forestry population of the United States has been taken. The results of this census show that the number of persons engaged in forestry has increased from 1,000,000 in 1880 to 1,500,000 in 1900, and that the number of farms has increased from 1,000,000 to 1,500,000 in the same period. The fourth project was the completion of the Census of Fisheries, which was the first time since 1880 that a complete census of the fisheries population of the United States has been taken. The results of this census show that the number of persons engaged in fisheries has increased from 1,000,000 in 1880 to 1,500,000 in 1900, and that the number of farms has increased from 1,000,000 to 1,500,000 in the same period.

2-Secretary's Memorandum

(3) To maintain liaison between the Food and Agriculture Organization of the United Nations and our Government in the specific area of nutrition. The staff would serve the Interdepartmental Committee on Nutrition in the United States which advises the U. S. FAO Interagency Committee on such matters.

Charles F. Brannan
Secretary

The Joint Committee on Extension Program, created and organized by the Department of Agriculture and the Association of Land-grant Colleges and Universities recommended in its report that "there be established in the Department a committee consisting of the Director of Extension, a representative officer of each principal agency of the Department possessing information used by the Extension Service, and a representative officer of each of three major operating programs which result in direct contact with farmers. Pursuant to this recommendation I asked Mr. W. A. Wines, Assistant to the Secretary, to organize this group last November. A number of meetings of the Committee have been held and three of the meetings have been held jointly with the Extension Organization and Policy Committee.

Through the monthly meetings of the Committee on Extension Organization in the Department and the quarterly meetings of this Committee with the Extension Organization and Policy Committee of the Land-grant Colleges and Universities, we should be able to better coordinate the program of the Department and the educational program carried on cooperatively by the Department and the Land-grant Colleges through the Co-operative Extension Service. By developing a better understanding of the program and objectives, particularly in the formative stages, or when major changes are being made, we should be able to provide better service to farmers and others.

(3) To maintain liaison between the Food and Agriculture Organization of the United Nations and our Government in the specific area of nutrition. The staff would serve the Interdepartmental Committee on Nutrition in the United States which advises the U. S. Food Interagency Committee on such matters.

[Handwritten signature]
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Reg. 3529
August 16, 1949.

MEMORANDUM NO. 1240

~~To: Heads of Agencies~~
~~From: The Secretary~~
~~Subject: Department Committee on Extension Relationships~~

FILED

AUG 18 1949
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. I

The Joint Committee on Extension Programs, Policies, and Goals appointed by the Secretary of Agriculture and the Association of Land-Grant Colleges and Universities recommended in its report that "there be established in the Department a committee consisting of the Director of Extension, a responsible official of each principal agency of the Department providing information used by the Extension Service, and a responsible officer of each of those major operating programs which result in direct contacts with farmers". Pursuant to this recommendation I asked Mr. W. A. Minor, Assistant to the Secretary, to organize this group last November. A number of meetings of the Committee have been held and three of the meetings have been held jointly with the Extension Organization and Policy Committee.

Through the monthly meetings of the Committee on Extension Relationships in the Department and the quarterly meetings of this Committee with the Extension Organization and Policy Committee of the Land-Grant Colleges and Universities, we should be able to better coordinate the programs of the Department and the educational programs carried on cooperatively by the Department and the Land-Grant Colleges through the Co-Operative Extension Service. By developing a better understanding of the programs and objectives, particularly in the formative stages, or when major changes are being made, we should be able to provide better service to farmers and others.

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1210

To: Heads of Agencies

From: The Secretary

Subject: Department Committee on Extension Relationships

The Joint Committee on Extension Programs, Policies, and Goals appointed by the Secretary of Agriculture and the Association of Land-Grant Colleges and Universities recommended in its report that "there be established in the Department a committee consisting of the Director of Extension, a representative official of each principal agency of the Department providing information used by the Extension Service, and a representative official of those major operating programs which might in direct contacts with farmers". Pursuant to this recommendation I asked Mr. W. A. Minor, Assistant to the Secretary, to organize this group last November. A number of meetings of the Committee have been held and three of the meetings have been held jointly with the Extension Organization and Policy Committee.

Through the monthly meetings of the Committee on Extension Relationships in the Department and the quarterly meetings of this Committee with the Extension Organization and Policy Committee of the Land-Grant Colleges and Universities, we should be able to better coordinate the programs of the Department and the educational programs carried on cooperatively by the Department and the Land-Grant Colleges through the Co-Operative Extension Service. By developing a better understanding of the programs and objectives, particularly in the former areas, or when major changes are being made, we should be able to provide better service to farmers and others.

In view of the importance of this activity, I am designating the following Bureau and Agency Heads to serve on the Committee:

W. A. Minor, Assistant to the Secretary, Chairman
P. V. Cardon, Administrator, Agricultural Research
Administration.
R. W. Trullinger, Chief, Office of Experiment Stations, ARA
M. L. Wilson, Director of Extension
I. W. Duggan, Governor, Farm Credit Administration
D. B. Lasseter, Administrator, Farmers Home Administration
G. F. Geissler, Manager, Federal Crop Insurance Corporation
L. F. Watts, Chief, Forest Service
R. S. Trigg, Administrator, Production and Marketing
Administration
C. R. Wickard, Administrator, Rural Electrification
Administration
H. H. Bennett, Chief, Soil Conservation Service
O. V. Wells, Chief, Bureau of Agricultural Economics
Stanley Andrews, Director of Foreign Agricultural
Relations
Keith Himebaugh, Director of Information
Hazel Stiebeling, Chief, Bureau of Human Nutrition and
Home Economics, ARA

Charles F. Brannan

In view of the importance of this activity, I am designating the following Bureau and Agency Heads to serve on the Committee:

- W. A. Minor, Assistant to the Secretary, Chairman
P. V. Gordon, Administrator, Agricultural Research Administration
R. W. Trullinger, Chief, Office of Experiment Stations, ARA
M. L. Wilson, Director of Extension
I. W. Dugan, Governor, Farm Credit Administration
D. B. Lasseter, Administrator, Farmers Home Administration
G. F. Gettler, Manager, Federal Crop Insurance Corporation
L. F. Watts, Chief, Forest Service
R. S. Trigg, Administrator, Production and Marketing Administration
C. R. Wickers, Administrator, Rural Electrification Administration
H. H. Bennett, Chief, Soil Conservation Service
O. V. Wells, Chief, Bureau of Agricultural Economics
Stanley Andrews, Director of Foreign Agricultural Relations
Keith Himebaugh, Director of Information
Hazel Stadeling, Chief, Bureau of Human Nutrition and Home Economics, ARA

Charles J. ...

Reg. 3538



FILED
SEP 9 1949
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U. S. D. A. 1

DEPARTMENT OF AGRICULTURE

WASHINGTON

SEP 6 1949

MEMORANDUM NO. 1241

Overtime and Holiday Pay for Virus-Serum Inspectors

Public Law 206, 81st Congress, approved August 4, 1949, provides:

"That the Secretary of Agriculture is authorized to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of section 157 of title 21, United States Code, for all overtime, night, or holiday work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

On and after the effective date of this memorandum, employees engaged in supervising and inspecting the preparation of virus, serum, toxin, or analogous products for use in the treatment of domestic animals in establishments subject to the provisions of section 157 of title 21, United States Code shall be paid at hourly overtime rates or shall receive extra holiday pay for work performed on Saturday or Sunday or a holiday, or for more than eight working hours of any day, Monday through Friday, as the case may be, in accordance with the provisions of the Federal Employees Pay Act of 1945, as amended,

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. 1411

Overtime and Holiday Pay for Virus-Corn Inspectors

Public Law 306, 81st Congress, approved August 4, 1949, provides:

"That the Secretary of Agriculture is authorized to pay employees of the Bureau of Animal Industry employed in establishments subject to the provisions of section 157 of title 21, United States Code, for all overtime, night, or holiday work performed at such establishments, at such rates as he may determine, and to accept from such establishments wherein such overtime work is performed reimbursement for any sums paid out by him for such overtime work."

On and after the effective date of this memorandum, employees engaged in supervising and inspecting the preparation of virus, serum, toxin, or analogous products for use in the treatment of domestic animals in establishments subject to the provisions of section 157 of title 21, United States Code shall be paid at hourly overtime rates or shall receive extra holiday pay for work performed on Saturday or Sunday or a holiday, or for more than eight working hours of any day, Monday through Friday, as the case may be, in accordance with the provisions of the Federal Employees Pay Act of 1945, as amended.

with the following exception: In computing the overtime pay to which these employees are entitled, no consideration shall be given to the provisions of the 1945 pay act, as amended, regarding the basic administrative workweek.

When the management of an establishment desires to operate on Saturday or Sunday or a holiday, or for more than eight working hours of any day, Monday through Friday, under conditions which will require the service of any employee of the Department of Agriculture who comes within the scope of the Act of August 4, 1949, it shall give sufficient advance notice to the inspector in charge or his assistant, requesting such service. The establishment shall, upon receipt of notice from an authorized official of the Department, reimburse the Secretary of Agriculture for the cost of all overtime service and shall pay for the cost of all holiday work to the extent that the cost of such holiday work may be in excess of straight time.

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays so declared by Federal law or Executive order. Sundays and holidays shall be regarded as beginning and ending at midnight.

This memorandum shall be effective on and after October 2, 1949.

B. T. Hutchinson

Acting Secretary

September 6, 1949.

with the following exception: In computing the overtime pay to which these employees are entitled, no consideration shall be given to the provisions of the 1945 pay act, as amended, regarding the basic administrative workweek.

When the management of an establishment desires to operate on Saturday or Sunday or a holiday, or for more than eight working hours of any day, Monday through Friday, under conditions which will require the service of any employee of the Department of Agriculture who comes within the scope of the Act of August 4, 1949, it shall give sufficient advance notice to the inspector in charge or his assistant, requesting such service. The establishment shall, upon receipt of notice from an authorized official of the Department, reimburse the Secretary of Agriculture for the cost of all overtime service and shall pay for the cost of all holiday work to the extent that the cost of such holiday work may be in excess of straight time.

The term "holiday" as used in the preceding paragraph means specifically New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas, or the days legally celebrated in lieu of such national holidays, or national holidays so declared by Federal law or Executive order. Sundays and holidays shall be regarded as beginning and ending at midnight.

This memorandum shall be effective on and after October 2, 1949.

[Signature]
Assistant Secretary

The William A. Jump Memorial Award

September 14, 1949.

It gives me a great deal of pleasure to announce the establishment of the William A. Jump Memorial Award. The purpose of the Award is to stimulate a continued and active interest by governmental employees and others in the qualities of leadership so well exemplified and encouraged by Mr. Jump's career. It will give special recognition and encouragement for sustained growth, development, integrity and interest in the field of public administration, and for exemplary achievement or notable contributions to the efficiency and quality of the public service.

Award. A gold key and certificate will be awarded annually to the outstanding individual or individuals meeting the standards of eligibility. An award will be made each year; unusual situations of especially meritorious candidates may make additional awards desirable. To the extent resources will permit, financial assistance will be extended in the form of grants of funds to deserving Government employees desiring to obtain additional education or specialized experience in public administration.

Eligibility. Any departmental or field employee of a Federal executive department or agency who is not over 32 years of age, and whose performance demonstrates unusual competence and interest in public administration, endowment for leadership, and close adherence to those basic principles of enlightened public service and consecrated devotion to duty, which so richly characterized William A. Jump, shall be eligible to compete for an Award.

Selection of Candidates. Federal executive departments and agencies are invited to nominate candidates for the Award in accordance with general procedures to be announced by the trustees. A "William A. Jump Memorial Award Committee", to be named annually by the Secretary of Agriculture, will make the final selection of the individual, or individuals, to receive the Award.

Administration. The William A. Jump Memorial Award shall be administered by a Board of Trustees to be named by the Secretary of Agriculture. The following have been appointed to the Board for the terms indicated:

President,	
Daniel W. Bell, American Security & Trust Co.	3 years
Earl W. Loveridge, Asst. Chief, Forest Service, USDA	1 year
W. Arthur Minor, Asst. to the Secretary, USDA	1 year
Ralph S. Roberts, Director of Finance, USDA	2 years
Elmer Staats, Exec. Asst. Director, Bureau of Budget	2 years
M. L. Wilson, Director of Extension, USDA	3 years

The members of the Board of Trustees shall elect a chairman and a vice-chairman. It will be the duty of the Board to administer the memorial trust fund under the general policy direction of the Secretary of Agriculture.

Charles F. Brannan
Secretary of Agriculture

memorials

The William A. Jump Memorial Award

September 4, 1949

It gives us a great deal of pleasure to announce the establishment of the William A. Jump Memorial Award. The purpose of the Award is to stimulate a continued and active interest by governmental employees and others in the qualities of leadership so well exemplified and encouraged by Mr. Jump's career. It will give special recognition and encouragement for sustained growth, development, integrity and interest in the field of public administration, and for exemplary achievement or notable contributions to the efficiency and quality of the public service.

Award. A gold key and certificate will be awarded annually to the outstanding individual or individuals meeting the standards of eligibility. An award will be made each year; unusual situations of especially meritorious candidates may make additional awards desirable. To the extent resources will permit, financial assistance will be extended in the form of grants of funds to deserving Government employees desiring to obtain additional education or specialized experience in public administration.

Eligibility. Any departmental or field employee of a Federal executive department or agency who is not over 35 years of age, and whose performance demonstrates unusual competence and interest in public administration, endowment for leadership and close adherence to those basic principles of enlightened public service and connected devotion to duty, which so richly characterized William A. Jump, shall be eligible to compete for an award.

Selection of Candidates. Federal executive departments and agencies are invited to nominate candidates for the Award in accordance with general procedures to be announced by the trustees. A "William A. Jump Memorial Award Committee", to be named annually by the Secretary of Agriculture, will make the final selection of the individual, or individuals, to receive the Award.

Administration. The William A. Jump Memorial Award shall be administered by a Board of Trustees to be named by the Secretary of Agriculture. The following have been appointed to the Board for the terms indicated:

	President,
3 years	Daniel W. Bell, American Security & Trust Co.
1 year	Karl W. Lovern, Asst. Chief, Forest Service, USDA
1 year	W. Arthur Minor, Asst. to the Secretary, USDA
2 years	Ralph S. Roberts, Director of Finance, USDA
2 years	Elmer Staats, Exec. Asst. Director, Bureau of Budget
3 years	M. L. Wilson, Director of Extension, USDA

The members of the Board of Trustees shall elect a chairman and a vice-chairman. It will be the duty of the Board to administer the memorial trust fund under the general policy direction of the Secretary of Agriculture.

Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 3, 1950

REVISION 1
MEMORANDUM NO. 1242 (Revised)

The William A. Jump Memorial Award

FILED
JAN 5 1950
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SECRETARY'S RECORDS
U.S.D.A. 1

It gives me a great deal of pleasure to announce the establishment of the William A. Jump Memorial Award. The purpose of the Award is to stimulate a continued and active interest by governmental employees and others in the qualities of leadership so well exemplified and encouraged by Mr. Jump's career. It will give special recognition and encouragement for sustained growth, development, integrity and interest in the field of public administration, and for exemplary achievement or notable contributions to the efficiency and quality of the public service.

Award. A gold key and certificate will be awarded annually to the outstanding individual or individuals meeting the standards of eligibility. An award will be made each year; unusual situations of especially meritorious candidates may make additional awards desirable. To the extent resources will permit, financial assistance will be extended in the form of grants of funds to deserving Government employees desiring to obtain additional education or specialized experience in public administration.

Eligibility. Any employee of the Federal Government who is not over 32 years of age, and whose performance demonstrates unusual competence and interest in public administration, endowment for leadership, and close adherence to those basic principles of enlightened public service and consecrated devotion to duty which so richly characterized William A. Jump, shall be eligible to compete for an Award.

Selection of Candidates. The Federal departments and agencies are invited to nominate candidates for the Award in accordance with general procedures to be announced by the trustees. A "William A. Jump Memorial Award Committee," to be named annually by the Secretary of Agriculture, will make the final selection of the individual, or individuals, to receive Awards.

Administration. The William A. Jump Memorial Award shall be administered by a Board of Trustees to be named by the Secretary of Agriculture.

Memorials

The following have been appointed to the Board for the terms indicated:

Daniel W. Bell, President, American Security and Trust Company	3 years
Earl W. Loveridge, Assistant Chief, Forest Service, USDA	1 year
W. Arthur Minor, Assistant to the Secretary, USDA	1 year
Ralph S. Roberts, Director of Finance, USDA	2 years
Elmer Staats, Executive Assistant Director, Bureau of the Budget	2 years
M. L. Wilson, Director of Extension Work, USDA	3 years

The members of the Board of Trustees shall elect a chairman and a vice-chairman. It will be the duty of the Board to administer the memorial trust fund under the general policy direction of the Secretary of Agriculture.

Charles F. Brannan
Secretary

The following have been appointed to the Board for the terms indicated:

3 years	Daniel W. Bell, President, American Security and Trust Company
1 year	Earl W. Iversidge, Assistant Chief, Forest Service, USDA
1 year	W. Arthur Minor, Assistant to the Secretary, USDA
2 years	Ralph S. Roberts, Director of Finance, USDA
2 years	Elmer Staats, Executive Assistant Director, Bureau of the Budget
3 years	M. L. Wilson, Director of Extension Work, USDA

The members of the Board of Trustees shall elect a chairman and a vice-chairman. It will be the duty of the Board to administer the memorial trust fund under the general policy direction of the Secretary of Agriculture.

Secretary



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DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

Reg. 15-55



OCT 12 1949

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October 11, 1949.

U.S.D.A.
MEMORANDUM NO. 1243¹

Assigning Responsibility for General Administrative
Matters to the Assistant Secretary

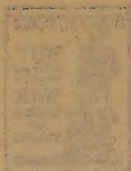
There is hereby assigned to the Assistant Secretary responsibility for general administrative matters in the Department.

The heads of the Office of Budget and Finance, the Office of Personnel, and the Office of Plant and Operations will henceforth report to me through the Assistant Secretary, except that the Director of Finance will report to me directly on the Department's annual budget and certain other matters. The heads of other staff offices will also report to the Assistant Secretary to the extent that their organizations have responsibilities in the field of general administration.

The Assistant Secretary is also assigned the functions of the Assistant to the Secretary for General Administrative Matters and those of the Administrative Council as set forth in 1 AR 31 and 318.

As part of his responsibility for administrative matters, the Assistant Secretary will have general direction of the Management Improvement and Manpower Utilization Program, the Employee Suggestion Program, and the program for improvement of management and review of operations pursuant to Executive Order 10072 and the President's letter of August 1, 1949.

Charles F. Brannan
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



October 11, 1942

MEMORANDUM NO. 1213

Assisting Responsibility for General Administrative
Matters to the Assistant Secretary

There is hereby assigned to the Assistant Secretary responsibility for general administrative matters in the Department.

The heads of the Office of Budget and Finance, the Office of Personnel, and the Office of Plant and Operations will henceforth report to me through the Assistant Secretary, except that the Director of Finance will report to me directly on the Department's annual budget and certain other matters. The heads of other staff offices will also report to the Assistant Secretary to the extent that their organizations have responsibilities in the field of general administration.

The Assistant Secretary is also assigned the functions of the Assistant to the Secretary for General Administrative Matters and those of the Administrative Council as set forth in I AR 31 and 31B.

As part of his responsibility for administrative matters, the Assistant Secretary will have general direction of the Management Improvement and Manpower Utilization Program, the Employee Suggestion Program, and the program for improvement of management and review of operations pursuant to Executive Order 10075 and the President's letter of August 1, 1942.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington 25, D. C.

History Section, BA
Run 3905 So Bldg.

October 11, 1949

MEMORANDUM NO. 1243
(Corrected Copy)*

Assigning Responsibility for General Administrative
Matters to the Assistant Secretary

There is hereby assigned to the Assistant Secretary responsibility for general administrative matters in the Department.

The heads of the Office of Budget and Finance, the Office of Personnel, and the Office of Plant and Operations will henceforth report to me through the Assistant Secretary, except that the Director of Finance will report to me directly on the Department's annual budget and certain other matters. The heads of other staff offices will also report to the Assistant Secretary to the extent that their organizations have responsibilities in the field of general administration.

The Assistant Secretary is also assigned the functions of the Assistant to the Secretary for General Administrative Matters and those of the Administrative Council as set forth in 1 AR 31 and 318.

As part of his responsibility for administrative matters, the Assistant Secretary will have general direction of the Management Improvement and Manpower Utilization Program, the Employee Suggestion Program, and the program for improvement of management and review of operations pursuant to Executive Order 10072 and the President's letter of August 1, 1949.

Charles F. Brannan
Secretary

* Please destroy the original issue, on which the date was incorrect.

Reg. 3571



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 27, 1949.

MEMORANDUM NO. 1244

Assigning Certain Administrative Responsibilities
to Heads of Staff Offices

FILED
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U. S. D. A. 1

The following assignments are hereby made, effective this date:

1. The Director of Personnel shall be responsible for the administration and operation of all phases of the Cash Awards for Employees' Suggestions and Honor Awards Programs of the Department. All questions pertaining to these programs shall be directed to the Office of Personnel.
2. The Director of Plant and Operations shall be responsible for the maintenance, duplicating and distribution of the Administrative Regulations of the Department.
3. The development of new regulations or amendments to existing regulations shall be the responsibility of the staff office, or offices, having cognizance of the subject matter.
4. The Office of Plant and Operations shall be responsible for the assignment of the Secretary's conference rooms 201 and 218 Administration Building.
5. The Office of the Solicitor shall be responsible for general coordination of preparation and clearance of bills proposed by the Department for possible adoption by the States, and for liaison with the Department of Justice and the Council of State Governments with respect to such proposals.

The Heads of the Staff Offices shall issue such changes to the Administrative Regulations as may be necessary to carry out the purposes of this Memorandum.

B. T. Hutchinson
Acting Secretary

ORGANIZATION |

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1111

Assigning Certain Administrative Responsibilities
to Heads of Staff Offices

The following assignments are hereby made, effective this date:

1. The Director of Personnel shall be responsible for the administration and operation of all phases of the Cash Awards for Employees' Organizations and Honor Awards Programs of the Department. All questions pertaining to these programs shall be directed to the Office of Personnel.
2. The Director of Plant and Operations shall be responsible for the maintenance, duplication and distribution of the Administrative Regulations of the Department.
3. The development of new regulations or amendments to existing regulations shall be the responsibility of the staff offices, or offices, having cognizance of the subject matter.
4. The Office of Plant and Operations shall be responsible for the assignment of the Secretary's conference room 201 and 210 Administration Building.
5. The Office of the Solicitor shall be responsible for general coordination of preparation and clearance of bills proposed by the Department for possible adoption by the States, and for liaison with the Department of Justice and the Council of State Governments with respect to such proposals.

The Heads of the Staff Offices shall issue such changes to the Administrative Regulations as may be necessary to carry out the purposes of this Memorandum.

Acting Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

December 9, 1949.

MEMORANDUM NO. 1244, SUPPLEMENT NO. 1

Assigning Certain Administrative Responsibilities
to Heads of Staff Offices

Secretary's Memorandum No. 1244, Assigning Certain Administrative Responsibilities to Heads of Staff Offices, is hereby amended as follows:

The Director of Personnel, in addition to the responsibilities assigned him in Secretary's Memorandum No. 1244, shall also arrange for the investigation of suggestions, previously referred to the Secretary by the agencies, requiring action by the Department or other Government agencies (1 AR 653). Management improvement suggestions of this nature shall be forwarded by the agencies to the Director of Personnel. The Director of Personnel shall make whatever arrangements he deems necessary for the proper investigation of such suggestions and, in this connection, shall call upon any of the Staff Offices or program agencies of the Department for this assistance. Staff Offices and program agencies are urged to give these suggestions prompt and thorough consideration and to notify the Director of Personnel of the results of the investigation so that the employee in turn may be advised of the disposition of his suggestion.

H. T. Hutchinson

Assistant Secretary

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U. S. D. A. 1



ORGANIZATION |



DEPARTMENT OF AGRICULTURE
WASHINGTON

November 4, 1949.

MEMORANDUM NO. 1245

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9 of the Commodity Credit Corporation Charter Act (15 U.S.C., Supp. II, 714g), as amended by Public Law 85, 81st Congress, the President has appointed the following members to serve as the Board of Directors of Commodity Credit Corporation:

Albert J. Loveland

Knox T. Hutchinson

Ralph S. Trigg

Frank K. Woolley

Elmer F. Kruse

Wm. B. Crawley

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NOV 8 1949
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SECRETARY'S RECORDS
U. S. D. A. I

Under the provisions of Section 9 of the Commodity Credit Corporation Charter Act, as amended, the Secretary of Agriculture is an ex officio director and serves as Chairman of the Board. The appointments by the President were effective as of October 28, 1949.

This supersedes Memorandum No. 1231, dated October 15, 1948.

Charles F. Brannan
Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
WASHINGTON

November 7, 1935

MEMORANDUM NO. 1285

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9 of the Commodity Credit Corporation
Charter Act (16 U.S.C., Chap. 11, Title 16), as amended by Public
Law 66, 81st Congress, the President has appointed the following
members to serve as the Board of Directors of Commodity Credit
Corporation:

Albert A. Cleveland

Knock E. Hutchinson

Walter E. Tiller

Frank E. Woolley

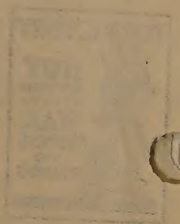
Elmer F. House

Wm. E. Crowley

Under the provisions of Section 9 of the Commodity Credit
Corporation Charter Act, as amended, the Secretary of Agriculture is
an ex officio director and serves as Chairman of the Board. The
appointments by the President were effective as of October 28, 1935.

This supersedes Memorandum No. 1231, dated October 12, 1935.

Secretary of Agriculture





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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

DEC 30 1949

PLEASE RETURN TO
SECRETARY'S RECORDS

December 16, 1949.

U. S. D. A. MEMORANDUM NO. 1246

Management Improvement Program

The President and the Congress have directed that increased and regular attention be given to economy of our operations and effectiveness of our programs. Executive Order 10072 and Public Law 429, 81st Congress, outline our added responsibilities for improving operating effectiveness. The Management Improvement Program which we have conducted in this Department from 1944 to the present has had similar objectives and has made a valuable contribution. Many features of the present program should be continued. However, various aspects of our organization, policies, and procedures need to be strengthened to meet new requirements of the President's Management Improvement Program.

The Bureau of the Budget is currently developing materials which will be of assistance in the conduct of Department and Agency Management Improvement Programs. In the meantime, we should be giving consideration to the changes that may be needed to assure our reaching Management Improvement Program objectives.

It is already clear that we need to place increasing emphasis on program operations. This does not mean that we should relax in scrutiny of our administrative activities. However, management improvement plans must reflect the predominant importance of program functions. We will need to make increasing use of our line operators to review their activities, to improve their methods, and to report through their program supervisors.

In view of this increased emphasis on program operations, I am asking each agency head to designate a key management representative (preferably himself or an immediate assistant) with authority to develop and carry out a plan of action in the primary phase of agency program operations. The official designated will be expected to direct a vigorous management improvement program in his agency. The names of those designated as key management representatives should be submitted to me before January 1, 1950.

A meeting of Agency Key Management Representatives will be called in the near future.

Knox T. Hutchinson

Knox T. Hutchinson
Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Management Improvement Program

The President and the Congress have directed that increased and regular attention be given to economy of our operations and effectiveness of our programs. Executive Order 10077 and Public Law 85-623, the Department, and the various agencies have responded to these directives by instituting a Management Improvement Program which we have organized in this Department from 1954 to the present has had similar objectives and has made a valuable contribution. Many factors in the program have been considered. However, various aspects of our organization, policies, and procedures need to be strengthened to meet new requirements of the President's Management Improvement Program.

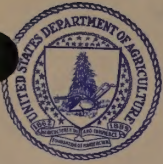
The Bureau of the Budget is currently developing materials which will be of assistance in the conduct of department and agency management improvement programs. In this material, we should be giving consideration to the changes that may be needed to secure our existing management improvement program objectives.

It is already clear that we need to place increasing emphasis on program objectives. This does not mean that we should refrain from carrying out administrative activities. However, management improvement plans must reflect the present and future importance of program objectives. We will need to see increasing use of written objectives to review their activities, to improve their methods, and to report through their program supervisors.

In view of this increased emphasis on program objectives, I am asking each agency head to designate a key management representative (personnel himself or an assistant) with authority to develop and carry out a plan of action in the primary phase of agency program objectives. The official designated will be expected to direct a vigorous management improvement program in the agency. The names of those designated as key management representatives should be submitted to me before January 1, 1955.

A meeting of Agency Key Management Representatives will be called in the near future.

Very truly yours,
Charles E. Anderson
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Reg No 3588
December 29, 1949

FILED

MEMORANDUM NO. 1247

Federal Property and Administrative Services Act of 1949

JAN 3 1950

PLEASE RETURN TO
SECRETARY'S RECORDS

There has been received from the Administrator, General Services Administration, for distribution within the Department a pamphlet entitled "The Federal Property and Administrative Services Act of 1949 . . . With Analysis and Index." A copy is being transmitted separately to the head of each agency in the Department.

The Federal Property and Administrative Services Act of 1949, Public Law 152, 81st Congress, created the General Services Administration and is the basic legislation governing the procurement, utilization, and disposal of Government property and the management of Government records. The views of the President with respect to the intent and administration of the Act, and a general outline of the policies and procedures to be followed by the Administrator and the executive agencies in accomplishing the purposes of the Act were published in the Federal Register, Volume 14, No. 128, pages 3699-3701. The President placed special emphasis upon the importance of careful planning and scheduling of requirements for all types of personal property "in order that necessary stocks may be maintained at minimum levels and high-cost small-lot purchasing avoided." He also specifically called the attention of agencies, whose responsibilities cover certain programs and functions which the Act provides shall not be impaired or affected by the provisions thereof, to the purposes of the legislation and stated that "they shall, insofar as practicable, procure, utilize and dispose of property in accordance with the provisions of the Act and the regulations issued thereunder in order that the greatest overall efficiency and economy may be effected."

Because of the broad scope and importance of this legislation, the agencies will undoubtedly find the above mentioned pamphlet useful. It provides the text of the Act, with each section followed by an analysis obtained from relevant portions of the Senate, House and Conference Reports on the Bill, together with interpretations of several sections which have been approved by the General Counsel, General Services Administration. The detailed index should be helpful in locating particular provisions of the Act by subject matter reference.

We have been able to obtain only a limited supply of the pamphlet from the General Services Administration. If additional copies are desired, the Printing Section of the Office of Information should be notified. If sufficient copies are required to warrant a request for reprint, that section will place a consolidated order on the Government Printing Office.

K. T. Hutchinson

Assistant Secretary

PROPERTY

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON



MEMORANDUM FOR THE SECRETARY

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Respectfully,
Secretary